

Pima Community College Deferred Payment Program

NEW TO PIMA

(OR if you have not taken a class in 3 consecutive semesters.)

1. Pre-approval (each semester)

Visit: <https://www.tucsonaz.gov/hr/tuition-reimbursement-program-0> for program details

2. Apply to Pima

(<https://www.pima.edu/admission/apply-to-pima/index.html>)

Write down or photograph your student "A" number. You'll need it for everything you do at Pima.

3. Activate your MyPima Account

if not already done. Check your Pima email, upload documents like FERPA & Verification of Lawful Presence.

4. Fill out and upload your FERPA (Mandatory):

<https://pima.edu/student-resources/student-policies-complaints/ferpa/docs/ferpa-student-release-of-records.pdf> (upload in your MyPima account)

5. Speak to a program advisor if you have questions about what classes to take

See attached list

6. Take placement exams, if needed

General testing information: <https://www.pima.edu/admission/placement-testing/index.html>

To schedule a test: Fill out the Placement Request Form: <https://pima.edu/academics-programs/academic-support/testing-centers/index.html> Select the option to take a remote placement exam. Email pcc-virtualtesting@pima.edu for help. A Placement Coach will contact you in a day or so to get you started with the placement process. Check your Pima email daily!

7. Register for your course(s)

Communicate with your City of Tucson tuition reimbursement representative what courses and CRN (course ID number) you are taking

(Your course information is shared with PCC to protect you from being dropped.)

8. Attend online New Student Orientation (mandatory)

<https://eventcal.pima.edu/EventList.aspx?fromdate=7/10/2020&todate=7/9/2021&display=Month&view=DateTime> (Takes 1-1.5 hours to complete.)

9. Submit the City of Tucson Pre-approval Form at

<https://www.tucsonaz.gov/hr/tuition-reimbursement-program-0> for program details

RETURNING STUDENTS

1. Pre-approval

Visit: <https://www.tucsonaz.gov/hr/tuition-reimbursement-program-0> for program details

(If you have not taken a class in 3 consecutive semesters:)

2. Apply to Pima

(<https://www.pima.edu/admission/apply-to-pima/index.html>)

Write down or photograph your student "A" number. You'll need it for everything you do at Pima.

3. Fill out and return your FERPA (Mandatory)

<https://pima.edu/student-resources/student-policies-complaints/ferpa/docs/ferpa-student-release-of-records.pdf>

4a. Speak to a program advisor, if needed, then register for your course(s)

See attached list

OR

4b. Register for your course(s)

Communicate with your City of Tucson tuition reimbursement representative what courses and CRN (course ID number) you are taking

(Your course information is shared with PCC to protect you from being dropped.)

5. Submit the City of Tucson Pre-approval Form at

<https://www.tucsonaz.gov/hr/tuition-reimbursement-program-0> for program details

A grade of "C" or better and proof of grade needs to be sent to Tuition.Reimbursement@tucsonaz.gov after your course(s) is completed to have your course(s) paid by City of Tucson.